

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION
SUPERIOR COURT**

CLASS TITLE: COURT SERVICES MANAGER II
DEPARTMENT: SUPERIOR COURT
REPORTS TO: ASSISTANT COURT EXECUTIVE OFFICER

CLASS CODE: 867136
FLSA STATUS: E
DATE: 10/99

JOB SUMMARY AND DISTINGUISHING FEATURES:

Primary responsibility is to plan, organize and direct the operations, activities and staff of a court services division; work consists of professional and supervisory duties.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Plans, directs, coordinates, organizes, supervises and evaluates the operations, functions and personnel of the assigned division.

Plans and implements short-term or annual goals, objectives, and strategies for the division to ensure efficient organization and completion of work.

Plans, allocates, and monitors time, people, equipment, and other resources to ensure efficient organization and completion of work.

Plans, organizes, assigns, reviews, and controls work production and activities, to include procedures, allocation of resources, problem resolution, and training of employees.

Develops, communicates, and monitors policies, procedures, and standards for the division; recommends and implements improvement when necessary.

Provides information, advice, feedback, or assistance to others within the division to refine work outputs or resolve problems.

Ensures that quality standards and compliance with regulations are maintained.

Provides recommendations and input during development of division budget; administers and monitors approved budget.

Analyzes new legislation and disseminates new information to staff and/or other interested parties.

Assists the public, attorneys, court departments and/or others in understanding legal procedures and functions of the court services division.

Reviews case files for accuracy and completeness; identifies and communicates corrections needed.

Coordinates special projects and programs as assigned.

Prepares periodic activity reports and other reports as needed.

Cultivates and maintains effective relationships with participating justice agencies.

Researches, analyzes and responds to the more difficult situations and inquiries from the public, attorneys, commissioners, judges, other county departments, and governmental agencies.

Conducts regular staff meetings to review progress, accomplishments, budgets, strategies, and plans for the department. Attends and/or conducts various internal and external meetings; represents the Superior Court at meetings and in coordinating services with other government agencies.

Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.

Assists staff with work load as needed during peak periods or during absence of employees.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

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|--------------------------|----------|------------|---------|
| General Office Equipment | Computer | Calculator | Vehicle |
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MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate's degree or equivalent from a two-year college or technical school; and,

Four to five years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Criminal justice system, including court operations, practices and procedures.

Applicable state, federal and local ordinances, laws, rules and regulations.

Administrative principles and practices, including goal setting and implementation.

Administration of staff and activities.

Methods and techniques of research, statistical analysis and report presentation.

Budgetary principles and practices.

All computer applications and hardware related to performance of the essential functions of the job.

Recordkeeping, report preparation, filing methods and records management techniques.

Skill in:

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Preparing clear and concise reports, correspondence and other written materials.

Using tact, discretion, initiative and independent judgment within established guidelines.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Analyzing and resolving office administrative situations and problems.

Communicating clearly and effectively, both orally and in writing.

Mental and Physical Abilities:

Ability to establish and maintain effective working relationships with a variety of individuals.

Ability to write reports, correspondence and procedure manuals.

Ability to speak effectively before groups and respond to questions.

Ability to define problems, collect data, establish facts and draw valid conclusions.

While performing the essential functions of this job the employee is regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms, and speak and hear.

While performing the essential functions of this job the employee is occasionally required to stand, walk and lift and/or move up to 10 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.